



**MINISTRY OF EDUCATION
STATE DEPARTMENT FOR VOCATIONAL EDUCATION & TRAINING
SIRISIA TECHNICAL & VOCATIONAL COLLEGE**

Technology for better life
P. O. BOX 77-50208 SIRISIA (KENYA)
Cell Phone: 0725-523839
Email: sirisiavocational@gmail.com
www.sirisiatvc.ac.ke



**REGISTRATION OF SUPPLIERS FOR GOODS,
WORKS & SERVICES
FY 2026-2027 and FY 2027-2028**

**SUBMIT ONE COPY BY 9th JUNE 2026 AT 10.00AM
TO
SENIOR PRINCIPAL/ SECRETARY BOG
SIRISIA TECHNICAL AND VOCATIONAL COLLEGE
P.O BOX 77-50208
SIRISIA (KENYA).**

TENDERERS NAME:

CATEGORY NO:

CATEGORY DESCRIPTION

IF SPECIAL GROUP PLEASE INDICATE BELOW:

WOMEN

YOUTH

○ PERSONS WITH DISABILITY



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PRE-QUALIFICATION DOCUMENT FOR SERVICES, WORKS AND GOODS CONTRACTS

Procuring Entity or Procuring Entity: *SIRISIA TECHNICAL AND VOCATIONAL COLLEGE*

Issued on: ...21/05/2026.....

(This Pre-qualification Document is for use with a Standard Tender Document inviting for tenders)

(This Pre-qualification Document is for use with a Standard Tender Document inviting for tenders)

WORKS, GOODS OR NON-CONSULTING SERVICES REQUIREMENTS-Select one per application.



CATEGORIES OF PREQUALIFICATION/REGISTRATION OF SUPPLIERS

Interested and eligible bidders may apply for pre-qualification under the following categories:

**MINISTRY OF EDUCATION
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DATE

20/05/2026

NOTICE FOR REGISTRATION OF SUPPLIERS

INVITATION FOR REGISTRATION OF SUPPLIERS FOR GOODS, WORKS AND SERVICES FOR THE FINANCIAL YEARS 2026-2027 & 2027-2028

Sirisia Technical & Vocational College invites applications for registration from interested eligible suppliers for supply of the under-listed goods works and services as and when required basis for the financial years 2026-2027 & 2027-2028

FYS 2026-2027 & 2027-2028

LIST OF PREQUALIFIED BIDDERS/SUPPLIERS FOR THE FY 2026-2027 & 2027-2028

S/NO	TENDER REFERENCE NO/ CATEGORY	ITEM DESCRIPTION	ELIGIBLE GROUP
1	STVC/P/01/2026-2028	Supply and Delivery of Stationeries and Office Common User Items	Open
2	STVC/P/02/2026-2028	Supply and Delivery of Cleaning Materials, Detergents and Disinfectants	Youth, Women &PWDS
3	STVC/P/03/2026-2028	Supply and Delivery of Food Provision, Mineral Water, Soft Drinks and Other Packaged Drinks	Youth, Women &PWDS
4	STVC/P/04/2026-2028	Supply and Delivery of Dry Foodstuffs	Youth, Women &PWDS
5	STVC/P/05/2026-	Supply and Delivery of Fruits,	Youth

	2028	Vegetables and Green Groceries	Women &PWDS
6	STVC/P/06/2026-2028	Supply and Delivery of Meat, Chicken ,Fish, Eggs and Allied Products	Open
7	STVC/P/07/2026-2028	Supply and Delivery of Wood Fuel (Charcoal and Firewood)	Youth, Women &PWDS
8	STVC/P/08/2026-2028	Supply and Delivery of Staff Uniforms, Protective Wears, Curtains, Beddings and other Related Materials	Youth, Women &PWDS
9	STVC/P/09/2026-2028	Supply and Delivery of Hardware and Building Materials and Equipment	Open
10	STVC/P/010/2026-2028	Supply and Delivery of Natural Construction Materials (Sand, Ballast ,Timber, Paints, Glasses and Allied materials)	Open
11	STVC/011/2026-2028	Supply and Delivery of Plumbing Materials	Open
12	STVC/P/012/2026-2028	Supply and Delivery of Fashion and Design Materials, Tailoring Equipment and Spare Parts	Open
13	STVC/P/013/2026-2028	Supply and Delivery of Electrical and Electronic, Materials, Fittings and equipment	Open
14	STVC/P/014/2026-2028	Supply and Delivery of Engineering Workshops Equipment, Apparatus and other Related Items	Open
15	STVC/P/015/2025-2027	Supply and Delivery of Games Uniforms, Sportswear and other Related Equipment	Open
16	STVC/P/016/2026-2028	Supply and Delivery of Hospitality Equipment i.e. Cutlery, Cookery and Kitchen Equipment	Open
17	STVC/P/017/2026-2028	Supply and Delivery of Farm Inputs Equipment, Livestock and Agro-vet Materials	Open
18	STVC/P/018/2026-2028	Supply and Delivery of Office Furniture, Fittings & Equipment	Open
19	STVC/P/019/2026-2028	Supply and Delivery of Newspapers	Open
20	STVC/P/020/2026-2028	Supply and Delivery of Hairdressing and Beauty Therapy Products and Equipment	Open

21	STVC/P/021/2026-2028	Supply and Delivery of Textbooks, E-books and Reference Materials	Open
22	STVC/P/022/2026-2028	Supply and Delivery of Automotive, Mechanical and Welding Materials and Equipment	Open
23	STVC/P/023/2026-2028	Supply and Delivery of Laboratory Chemicals and Re-agents	Open
24	STVC/P/024/2026-2028	Supply and Servicing of Firefighting Equipment and Fire Extinguishers	Open
25	STVC/P/025/2026-2028	Supply and Delivery of Computers, Laptops, Printers, Photocopier, Computer accessories and Software	Open
26	STVC/P/026/2026-2028	Supply and Delivery of Alcoholic Drinks for Hospitality	Open
27	STVC/P/027/2026-2028	Supply and Delivery of Medical Science and Laboratory Equipment for Applied Sciences	Open
28	STVC/P/028/2026-2028	Supply and Delivery of Cooking Gas and LPG	Youths, Women & PWDs
29	STVC/P/029/2026-2028	Supply and Delivery of Motor Vehicle Spares and Related Items	Open
30	STVC/P/030/2026-2028	Supply and Delivery of Petrol, Diesel, Oils and Lubricants	Open
31	STVC/P/031/2026-2028	Supply and Delivery of Fresh Milk	Women
32	STVC/P/032/2026-2028	Supply And Delivery of Office Curtains	Youths, Women & PWDs
33	STVC/P/033/2026-2028	Supply And Delivery of Airtime	Youths, Women & PWDs
34	STVC/P/034/2026-2028	Supply And Delivery of Trees, Fruits and Flower Seedlings	Youths, Women & PWDs
35	STVC/P/035/2026-2028	Supply And Delivery of Student IDs	Open
36	STVC/P/036/2026-2028	Supply And Delivery of White Boards	Open
37	STVC/P/037/2026-2028	Supply And Delivery of Automotive Vehicle Parts	Open
38	STVC/P/038/2026-2028	Supply And Delivery of Assorted Timber	Open
39	STVC/P/039/2026-	Supply ,Delivery & Installation of	Open

	2028	Signages	
40	STVC/P/040/2026-2028	Provision for Internet Connectivity Services & CCTV Installation	Open
41	STVC/P/041/2026-2028	Provision for Fumigation, Pest Control & Sanitary Services.	Youths, Women & PWDs
42	STVC/P/042/2026-2028	Provision for Branding of Promotional Materials such as T-shirts, Caps, Banners, Calendars & Posters	Youths, Women & PWDs
43	STVC/P/043/2026-2028	Provision for Repair and Servicing of ICT and Related Electronics i.e. Photocopier, TVs, Printers & Computers	Open
44	STVC/P/044/2026-2028	Provision for Repairs to Generators, Lawn Mowers, Grass Cutters, Refrigerators, Freezers, Electric and Gas Cookers, Jikos etc.	Open
45	STVC/P/045/2026-2028	Provision for Small Works, Building and Construction, General Civil Works, Plumbing Works, Electrical W7rks, Carpentry Services Welding Works (The category to be specified)	Open
46	STVC/P/046/2026-2028	Provision for Event Organizing services (Event Management, Tents, Decoration, Chairs, Public Address System & Public Education campaign.	Open
47	STVC/P/047/2026-2028	Provision for Minor Repairs Renovations, Paintings, Sign Writing and Labeling Services	Youths, Women & PWDs
48	STVC/P/048/2026-2028	Provision for Catering, Hotel Accommodation & Conference Facilities	Open
49	STVC/P/49/2026-2028	Provision for Cleaning Services	Open
50	STVC/P/050/2026-2028	Provision For Repair, Maintenance, Renovation, Redecoration & Refurbishment of Building Construction Works & Associated Works	Open
51	STVC/P/051/2026-2028	Provision for Cleaning & Emptying of Septic Tanks, Soak Pit & Pit Latrines	Open
52	STVC/P/052/2026-2028	Provision for Electrical Services, Street Lighting Installation and Maintenance	Open
53	STVC/P/051/2026-2028	Provision for Repair and Maintenance of Office Furniture	Open
54	STVC/P/054/2026-	Provision for Contractors for Building	Open

	2028	Construction Works and Other Associated Works	
55	STVC/P/055/2026-2028	Provision For Consultancy Services	Open
56	STVC/P/056/2026-2028	Provision of Air Ticketing and Travelling Arrangements	Open
57	STVC/P/057/2026-2028	Provision for Repair Services to Sewing Machines	Open
58	STVC/P/058/2026-2028	Provision for insurance covers for staff and property	Open
59	STVC/P/059/2026-2028	Provision for Insurance Services for Students on attachment	Open
60	STVC/P/060/2026-2028	Provision for Security Services	Open
61	STVC/P/061/2026-2028	Provision of Management Information Systems, Website Development and Maintenance services	Open
62	STVC/P/062/2026-2028	Provision for Printing and Specialized Printing services	Open
63	STVC/P/063/2026-2028	Provision for Sign Writing And Labelling Services	Open
64	STVC/P/064/2026-2028	Provision for Grilling of Windows & Workshop	Open
65	STVC/065/2026-2028	Provision for Training, Seminars & Workshop Services	Open
66	STVC/P/066/2026-2028	Provision for Asset Tagging& Labelling Services	Open
67	STVC/P/067/2024-2026	Provision For Landscaping Services	Open
68	STVC/P/068/2026-2028	Provision For Transport Services	Open
69	STVC/P/069/2026-2028	Provision For Enterprise Resource Planning(ERP)	Open
70	STVC/P/0070/2026-2028	Provision For Valuation Of Asset Services	Open
71	STVC/P/071/2026-2028	Provision For Construction of Classroom and Sheds	Open

Registration documents can be obtained from:

- a) The Procurement Office during normal working days from 0830 -0430 hrs upon payment of a **non- refundable fee of ksh 1000 (one thousand Kenya shillings only) Pay bill 522123 Account number 58123KCOMPANY NAME e.g.(58123KXYZ),N/B NO SPACING** No cash payment shall be accepted.

- b) Be downloaded from the PPIP portal at www.tenders.go.ke website free of charge.
(Bidders are requested to register their bids with the procurement section at the college.
Tenderers who download the tender document must forward their particulars including
(Name of the firm&,contact,Tender reference number and Email address) immediately to
sirisiavocational@gmail.com to facilitate any further clarification or addendum

Completed registration documents should be submitted in plain sealed envelopes clearly marked with relevant Tender number and Item name description, accompanied with a copy of college official receipt for the amount paid. Tender documents should be deposited in the college tender box First floor at the reception entrance, on or before **09/06/2026 at 10.00 a.m.** and addressed to:

**The Principal/Secretary BOG
Sirisia Technical and Vocational College,
P.O BOX 77-50208,
SIRISIA (KENYA).**

Bids will be Opened immediately after closing in the presence of suppliers or their representatives who choose to attend at the Food& Beverage restaurant

**NOTE . LATE REGISTRATION OF DOCUMENTS WILL BE REJECTED
AND RETURNED UNOPENED.**

. ALL FIRMS MUST BE REGISTERED IN THE E-GP SYSTEM

**YOUTH WOMEN AND PERSON WITH DISABILITIES ARE
ENCOURAGED TO APPLY**

SECRETARY BOARD OF GOVERNORS.

SECTION II TENDER SUBMISSION CHECK LIST

This order and arrangement shall be considered as the Tender Format. Candidates shall tick against each item indicating that they have provided it.

NO.	REQUIREMENTS	Tick Where Provided
A.	Duly Filed, Signed & Stamped Registration submission form	
B.	Duly filed Confidential Business Questionnaire.	
D.	Evidence of Physical Address, contact, email address	
F.	Letters of Recommendation from at least one (1) corporate client. (Indicate Contact Person's email and telephone No.)	
H.	Copy of valid Tax Compliance Certificate (to be verified online)	
K.	Copy of Certificate of registration	
L	AGPO Certificate for reserved tenders	

Note: Suppliers/ Service Providers are required to fill in the below table:

Firm Name	
Category Number	
Category Description	
Email Address	
Mobile Number	

AGPO CERTIFICATE No:	
Supplier IFMIS Number	
TAX COMPLIANCE No:	
Certificate of Incorporation No:	
Business Permit No:	
NCA No	
KRA PIN No	

PART 1- APPLICATION PROCEDURES

SECTION I - INSTRUCTIONS TO APPLICANTS (ITA)

A. General

1. Scope of Application

- 1.1 The name of the Procuring Entity inviting for applications is defined in the **PDS**. The particular type of contract (works, goods or Non-Consulting Services required) and its name and description of the contract(s) and its reference number are defined in the **PDS**. If the scope of contract so defined is in multiple contracts, it will be specified in the **PDS** if prequalification will be based on individual contracts or multiple contracts. The Full scope of Works or Goods or Non-Consulting Services are described in Section V (Scope of Works or goods contract).

2. **Source of Funds** to be specified in the PDS, if deemed necessary.

3. Fraud and Corruption

- 3.1 The Government of Kenya requires compliance with its Anti-Corruption laws and its prevailing sanctions policies and procedures.
- 3.2 In further pursuance of this policy, Applicants shall permit and shall cause their agents (where declared or not), subcontractors, sub consultants, service providers, suppliers, and their personnel, to permit the Public Procurement Regulatory Authority (PPRA) to inspect all accounts, records and other documents relating to Any initial selection process, prequalification process, tender submission (incase prequalified), proposal submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the PPRA.

4 Collusive practices

- 4.1 The Procuring Entity requires compliance with the provisions of the Competition Act 2010, regarding collusive

practices in contracting. Any applicant found to have engaged in collusive conduct shall be disqualified and criminal and/or civil sanctions may be imposed. To this effect, applicants shall be required to complete and sign a Certificate of Independent Tender Determination” annexed to the Form of applicant.

5 Eligible Applicants

5.1 Applicants shall meet the eligibility criteria as per this ITA and ITA 5.1 and 5.2. An Applicant may be a firm that is a private entity, a state-owned enterprise or institution subject to ITA 5.9 or any combination of such entities in the form of a joint venture (“JV”) under an existing agreement or with the intent to enter into such an agreement supported by a letter of intent. In the case of a joint venture, all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the prequalification process, tendering (in the event the JV submits a Tender) and during contract execution (in the event the JV is awarded the Contract). Members of a joint venture may not also make an individual tender, be a subcontractor in a separate tender or be part of another joint venture for the purposes of the same Tender. The maximum number of JV members shall be specified in the PDS.

5.2 Public Officers of the Procuring Entity, their Spouses, Child, Parent, Brothers or Sister. Child, Parent, Brother or Sister of a Spouse, their business associates or agents and firms/organizations in which they have a substantial or controlling interest shall not be eligible to be prequalified. Public Officers with such relatives are also not allowed to participate in any procurement proceedings.

5.3 A firm may apply for prequalification both individually, and as part of a joint venture, or participate as a subcontractor. If prequalified, it will not be permitted to tender for the same contract both as an individual firm and as a part of the joint venture or as a subcontractor. However, a firm may participate as a subcontractor in more than one Tender, but only in that capacity. Tenders submitted in violation of this procedure will be rejected.

5.4 A firm and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that firm) may submit its application for prequalification either individually, as joint venture or as a subcontractor among them for the same contract. However, if prequalified, only one prequalified Applicant will be allowed to tender for the. All Tenders submitted in violation of this procedure will be rejected.

5.5 An Applicant may have the nationality of any country, subject to the restrictions pursuant to ITA 5.1 and 5.2
An Applicant shall be deemed to have the nationality of a country if the Applicant is constituted, incorporated

or registered in and operates in conformity with the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. Sub-contractors or suppliers for any part of the Contract including related Non-Consulting Services.

5.6 Applicants shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest, if they, or any of their affiliates, participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by the Procuring Entity as Engineer for contract implementation of the contract(s) that are the subject of this prequalification. In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with a professional staff of the Procuring Entity who:

a are directly or indirectly involved in the preparation of the prequalification Document or Invitation to Tender (ITT), Document or specifications of the Contract, and/or the Tender evaluation process of such Contract; or

b Would be involved in the implementation or supervision of such Contract, unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Procuring Entity throughout the prequalification, ITT process and execution of the Contract.

5.7 An Applicant that has been debarred shall be ineligible to be initially selected for, prequalified for, tender for, propose for, or be awarded a contract during such period of time as the PPRA shall have determined. The list of debarred firms and individuals is available at www.ppra.go.ke

5.8 Applicants that are state-owned enterprise or institutions in Kenya may be eligible to prequalify, compete and be awarded a Contract(s) only if they can establish, in a manner acceptable to the Procuring Entity, that they (i) are

legally and financially autonomous (ii) operate under commercial law, and (iii) are not under supervision of any public entity.

5.9 An Applicant shall not be under sanction of debarment from Tendering by the PPRA as the result of the execution of a Tender/Proposal–Securing Declaration.

5.10 An Applicant that is a Kenyan firm or citizen shall provide evidence of having fulfilled his/her tax obligations by producing a current tax clearance certificate or tax exemption certificate issued by the Kenya Revenue Authority.

5.11 An Applicant shall provide any other such documentary evidence of eligibility satisfactory to the Procuring Entity, as the Procuring Entity shall reasonably request.

6 Eligibility

6.1 Firms and individuals may be ineligible if they are nationals of ineligible countries as indicated herein. The countries, persons or entities are in eligible if:

- a. As a matter of law or official regulations, Kenya prohibits commercial relations with that country, or
- b. By an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of goods or contracting of works or Non-Consulting Services from that country, or any payments to any country, person, or entity in that country.

6.2 When the Works, supply of Goods or provision of non-consulting services are implemented a cross jurisdictional boundary (and more than one country is a Procuring Entity, and is involved in the procurement), then exclusion

of a firm or individual on the basis of ITA 5.1 (a) above by any country may be applied to that procurement a cross other countries involved, if the Procuring Entities involved in the procurement so agree.

6.3 Any goods, works and production processes with characteristics that have been declared by the relevant national environmental protection agency or by other competent authority as harmful to human beings and to the environment shall not be eligible for procurement.

B. Contents of the Prequalification Documents

7 Sections of Prequalification Document

7.1 This Prequalification Document consists of parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with IT A8.

PART 1 - Prequalification Procedures

- i) Section I- Instructions to Applicants (ITA) ii) Section II - Prequalification Data Sheet (PDS) iii) Section III - Qualification Criteria and Requirements iv) Section IV- Application Forms

PART 2 - Works, Goods, or Non-Consulting Services Requirements

- i) Section VII- Scope of Works, Goods, or Non-Consulting Services

7.2 Unless obtained directly from the Procuring Entity, the Procuring Entity accepts no responsibility for the completeness of the document, responses to requests for clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Prequalification Document in accordance with ITA 8. In case of any discrepancies, documents issued directly by the Procuring Entity shall prevail

7.3 The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Document and to furnish with its Application all information or documentation as is required by the Prequalification Document.

8 Clarification of Prequalification Documents, site visit(s) and Pre-Application Meeting

8.1 An Applicant requiring any clarification of the Prequalification Document shall contact the Procuring Entity in writing at the Procuring Entity's address indicated in the **PDS**. The Procuring Entity will respond in writing to any request for clarification provided that such request is received no later than fourteen (14) days prior to the deadline for submission of the applications. The Procuring Entity shall forward a copy of its response to all prospective Applicants who have obtained the Prequalification Document directly from the Procuring Entity, including a description of the inquiry but without identifying its source. If so indicated in the **PDS**, the Procuring Entity shall also promptly publish its response at the webpage identified in the **PDS**. Should the Procuring Entity deem it necessary to amend the Prequalification Document as a result of a clarification, it shall do so following the procedure under ITA 8. And in accordance with the provisions of ITA 17.2.

8.2 The Applicant, at the Applicant's own responsibility and risk, is encouraged to visit and examine and inspect the Site of the required contracts and obtain all information that may be necessary for preparing the application. The costs of visiting the Site shall be at the Applicant's own expense. The Procuring Entity shall specify in the **PDS** if a pre-application meeting will be held, when and where. The Procuring Entity shall also specify in the **PDS** if a pre-arranged Site visit will be held and when. The Applicant's designated representative is invited to attend a pre- application meeting and a pre-arranged site visit. The purpose of the meetings will be to clarify issues and to answer questions on any matter that may be raised at that stage.

8.3 The Applicant is requested to submit any questions in writing, to reach the Procuring Entity not later than the period specified in the **PDS** before the submission date of applications.

8.4 Minutes of a pre-arranged site visit and those of the pre-application meeting, if applicable, including the text of the questions asked by Applicants and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Applicants who have acquired the prequalification documents. Minutes shall not identify the source of the questions asked.

8.5 The Procuring Entity shall also promptly publish anonymized (*no names*) Minutes of the pre-arranged site visit and those of the pre-proposal meeting at the web page identified **in the PDS**. Any modification to the Prequalification Documents that may become necessary as a result of the pre-arranged site visit and those of the pre-application meeting shall be made by the Procuring Entity exclusively through the issue of an Addendum pursuant to PDS 8 and not through the minutes of the pre-application meeting. Non-attendance at the pre-arranged site visit and the pre-tender meeting will not be a cause for disqualification of a Tenderer.

9 Amendment of Prequalification Document

9.1 At any time prior to the deadline for submission of Applications, the Procuring Entity may amend the Prequalification Document by issuing an Addendum.

9.2 Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing to all Applicants who have obtained the Prequalification Document from the Procuring Entity. The Procuring Entity shall promptly publish the Addendum at the Procuring Entity's webpage identified in the **PDS**.

9.3 To give Applicants reasonable time to take an Addendum into account in preparing their Applications, the Procuring Entity may, at its discretion, extend the deadline for the submission of Applications in accordance with ITA 17.2.

C. Preparation of Applications

10 Cost of Applications

10.1 The Applicant shall bear all costs associated with the preparation and submission of its Application. The Procuring Entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.

11 Language of Application

11.1 The Application as well as all correspondence and documents relating to the prequalification exchanged by the Applicant and the Procuring Entity, shall be written in English Language. Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the English language, in which case, for purposes of interpretation of the Application, the translation shall govern.

12 Documents Comprising the Application

12.1 The Application shall comprise the following:

- a. Application Submission Letter, in accordance with ITA 13.1;
- b. Eligibility: documentary evidence establishing the Applicant's eligibility, in accordance with ITA 14.1;
- c. Qualifications: documentary evidence establishing the Applicant's qualifications, in accordance with ITA 15; and
- d. Any other document required as specified in the PDS.

12.2 The Applicant shall furnish information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Application.

13 Application Submission Letter

13.1 The Applicant shall complete an Application Submission Letter as provided in Section IV (Application Forms). This Letter must be completed without any alteration to its format.

14 Documents Establishing the Eligibility of the Applicant

14.1 To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Forms ELI (eligibility) 1.1 and 1.2, included in Section IV (Application Forms).

15 Documents Establishing the Qualifications of the Applicant

15.1 To establish its qualifications to perform the contract(s) in accordance with Section III, Qualification Criteria and Requirements, the Applicant shall provide the information requested in the corresponding Information Sheets included in Section IV (Application Forms).

15.2 Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the Kenya Shilling equivalent using the rate of exchange determined as follows:

- a For construction turnover or financial data required for each Year-Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted).
- b Value of single Contract-Exchange rate prevailing on the date of the contract.

15.3 Exchange rates shall be taken from the publicly available source identified in the PDS. Any error in determining the exchange rates in the Application may be corrected by the Procuring Entity.

15.4 Applicants shall be asked to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by the Procuring Entity, a particular contractor or group of contractor's qualifies for a margin of preference. Further the information will enable the Procuring Entity identify any actual or potential conflict of interest in relation to the procurement and/or contract management processes, or a possibility of collusion between Applicants, and thereby help to prevent any corrupt influence in relation to the procurement processor contract management.

15.5 The purpose of the information described in ITT 6.2 above overrides any claims to confidentiality which an Applicant may have. There can be no circumstances in which it would be justified for an Applicant to keep information relating to its ownership and control confidential where it is tendering to undertake public sector work and receive public sector funds. Thus, confidentiality will not be accepted by the Procuring Entity as a justification for an Applicant's failure to disclose, or failure to provide required information on its ownership and control.

15.6 The Applicant shall provide further documentary proof, information or authorizations that the Procuring Entity may request in relation to ownership and control which information on any changes to the information which was provided by the Applicant under ITT 6.3. The obligations to require this information shall continue for the duration of the procurement process and contract performance and after completion of the contract, if any change to the information previously provided may reveal a conflict of interest in relation to the award or management of the contract.

15.7 All information provided by the Applicant pursuant to these requirements must be complete, current and accurate as at the date of provision to the Procuring Entity. In submitting the information required pursuant to these requirements, the Applicant shall warrant that the information submitted is complete, current and accurate as at the date of submission to the Procuring Entity.

15.8 If an Applicant fails to submit the information required by these requirements, its application will be rejected. Similarly, if the Procuring Entity is unable, after taking reasonable steps, to verify to a reasonable degree the information submitted by an Applicant pursuant to these requirements, then the application will be rejected.

15.9 If information submitted by an Applicant pursuant to these requirements, or obtained by the Procuring Entity (whether through its own enquiries, through notification by the public or otherwise), shows any conflict of interest which could materially and improperly benefit the Applicant in relation to the procurement or contract management process, then:

- a. If the procurement process is still ongoing, the Applicant will be disqualified from the procurement process,
- b. If the contract has been awarded to that Applicant, the contract award will be set aside,

15.10 The Applicant will be referred to the relevant law enforcement authorities for investigation of whether the Applicant or any other persons have committed any criminal offence.

15.11 If an Applicant submits information pursuant to these requirements that is incomplete, inaccurate or out-of-date, or attempts to obstruct the verification process, then the consequences ITT 6.7 will ensue unless the Applicant can show to the reasonable satisfaction of the Procuring Entity that any such act was not material, or was due to genuine error which was not attributable to the intentional act, negligence or recklessness of the Applicant.

16 Signing of the Application and Number of Copies

16.1 The Applicant shall prepare one original of the documents comprising the Application as described in ITA11 and clearly mark it "ORIGINAL". The original of the Application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant. In case the Applicant is a JV, the Application shall be signed by an authorized representative of the JV on behalf of the JV and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized signatories.

16.2 The Applicant shall submit copies of the signed original Application, in the number specified in the PDS, and clearly mark them "COPY". In the event of any discrepancy between the original and the copies, the original shall prevail.

D. Submission of Applications

17 Sealing and Marking of Applications

17.1 The Applicant shall enclose the original and the copies of the Application in a sealed envelope that shall:

- a Bear the name and address of the Applicant;
- b Be addressed to the Procuring Entity, in accordance with ITA 17.1; and
- c Bear the specific identification of this prequalification process indicated in the PDS 1.1.

17.2 The Procuring Entity will accept no responsibility for not processing any envelope that was not identified as required in ITA 16.1 above.

18 Deadline for Submission of Applications

18.1 Applicants may either submit their Applications by mail or by hand. Applications shall be received by the Procuring Entity at the address and no later than the deadline indicated in the PDS. When so specified in the PDS, Applicants have the option of submitting their Applications electronically, in accordance with electronic Application submission procedures specified in the **PDS**.

18.2 The Procuring Entity may, at its discretion, extend the deadline for the submission of Applications by amending the Prequalification Document in accordance with ITA 8, in which case all rights and obligations of the Procuring Entity and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

19 Late Applications

19.1 The Procuring Entity reserves the right to accept applications received after the deadline for submission of applications, unless otherwise specified in the **PDS**. If late applications will be accepted, they must be received not later than the date specified in the **TDS** after the deadline for submission of applications.

20. Opening of Applications

20.1 The Procuring Entity shall open all Applications at the date, time and place specified in the **PDS**. Late Applications shall be treated in accordance with ITA 19.1.

20.2 Applications submitted electronically (if permitted pursuant to ITA 17.1) shall be opened in accordance with the procedures specified in the **PDS**.

20.2 The Procuring Entity shall prepare a record of the opening of Applications to include, as a minimum, the name of the Applicants. A copy of the record shall be distributed to all Applicants.

E. Procedures for Evaluation of Applications

21 Confidentiality

21.1 Information relating to the Applications, their evaluation and results of the prequalification shall not be disclosed to Applicants or any other persons not officially concerned with the prequalification process until the notification of prequalification results is made to all Applicants in accordance with ITA 28.

21.2 From the deadline for submission of Applications to the time of notification of the results of the prequalification in accordance with ITA 28, any Applicant that wishes to contact the Procuring Entity on any matter related to the prequalification process may do so only in writing.

22 Clarification of Applications

- 22.1 To assist in the evaluation of Applications, the Procuring Entity may, at its discretion, ask an Applicant for a clarification (including missing documents) of its Application, to be submitted within a stated reasonable period of time. Any request for clarification from the Procuring Entity and all clarifications from the Applicant shall be in writing
- 22.1 If an Applicant does not provide clarifications and/or documents requested by the date and time set in the Procuring Entity's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.

23 Responsiveness of Applications

- 23.1 The Procuring Entity may reject any Application which is not responsive to the requirements of the Prequalification Document. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 21.1, and the Applicant fails to provide satisfactory clarification and/or missing information, it may result in disqualification of the Applicant.

24 Margin of Preference

- 24.1 Unless otherwise specified in the PDS, a margin of preference shall not apply in the Tendering process resulting from this prequalification.

25 Nominated Subcontractors

- 25.1 Unless otherwise stated in the PDS, the Procuring Entity does not intend to execute any specific elements of the works by sub-contractors selected in advance by the Procuring Entity (so-called "Nominated Subcontractors").
- 25.2 The Applicant shall not propose to subcontract the whole of the Works or Goods. The maximum limit of subcontracting permitted under the contract may be specified by the Procuring Entity in the Tendering Document. The Procuring Entity, in ITA 25.2, may permit the Applicant to propose subcontractors for certain specialized parts of the contract as indicated there in as ("Specialized Subcontractors"). Applicants planning to use such Specialized Subcontractors shall specify, in the Application Submission Letter, the activity (ies) or parts of the Works proposed to be subcontracted along with details of the proposed subcontractors including their qualification and experience.

F. Evaluation of Applications and Prequalification of Applicants

26 Evaluation of Applications

- 26.1 The Procuring Entity shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. The Procuring Entity reserves the right to waive min or deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the Contract.
- 26.2 Subcontractors proposed by the Applicant shall be fully qualified and meet the minimum specific experience criteria as specified for their parts of the proposed contract for Works or Goods or non-consulting services. The subcontractor's qualifications shall not be used by the Applicant to qualify for the Works or Goods or non- consulting services unless their parts of the Works or Goods or non-consulting services were previously designated by the Procuring Entity in the PDS as can be met by Specialized Subcontractors, in which case:
- i) The Specialized Subcontractors shall meet the minimum qualification requirements specified in Section III, and
 - ii) The qualifications with respect to specific experience of the Specialized Subcontractor proposed by the Applicant may be added to the qualifications of the Applicant for the purpose of the evaluation.
- Unless the Applicant has been determined prequalified on its own without taking into account the qualification and experience of the proposed specialized sub-contractor, the tender submitted by the Applicant shall include

the same specialized sub-contractor failing which, such tender may be rejected unless a change in the specialized sub-contractor was requested by the Applicant and approved by the Procuring Entity subsequent to prequalification but before the tender submission deadline in accordance with ITA 30.

26.3 In case of multiple contracts, Applicants should indicate in their Applications the individual contract or combination of contracts in which they are interested. The Procuring Entity shall prequalify each Applicant for each lot and for a combination of contracts for which the Applicant has thereby indicated its interest and for which the Applicant meets the appropriate aggregate requirements the Eligibility and Qualification Criteria.

26.4 Further, in the case of multiple contracts, the Procuring Entity will prepare the Eligibility and Qualification Criteria Form for items 3.1, 3.2, 4.2(a) and 4.2(b) for each Lot, to be completed by applicants.

26.5 Only the qualifications of the Applicant shall be considered. The qualifications of other firms, including the Applicant's subsidiaries, parent entities, affiliates, subcontractors (other than Specialized Subcontractors in accordance with ITA 25.2 above) or any other firm(s) different from the Applicant shall not be considered.

27 Procuring Entity's Right to Accept or Reject Applications

27.1 The Procuring Entity reserves the right to accept or reject any Application, and to annul the prequalification process and reject all Applications at any time, without thereby incurring any liability to the Applicants.

28 Prequalification of Applicants

28.1 All Applicants whose Applications substantially meet or exceed the specified qualification requirements will be prequalified by the Procuring Entity. The Procuring Entity shall notify all Applicants in writing of the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately.

28.32 Applicants that have not been prequalified may write to the Procuring Entity to request, in writing, the grounds on which they were disqualified.

28 Invitation to Tender

28.1 Promptly after the notification of the results of the prequalification, the Procuring Entity shall invite Tenders from all the Applicants that have been prequalified or conditionally prequalified.

28.2 Applicants may be required to provide a Tender Security or a Tender-Securing Declaration acceptable to the Procuring Entity in the form and an amount to be specified in the tendering document.

28.3 The successful Applicant shall be required to provide a Performance Security as specified in the tendering document.

29 Changes in Qualifications of Applicants

30.1 Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 27 and invited to tender (including, in the case of a JV, any change in the structure or formation of any member and also including any change in any specialized subcontractor whose qualifications were considered to prequalify the Applicant) shall be subject to the written approval of the Procuring Entity prior to the deadline for submission of Tenders. Such approval shall be denied if (i) a prequalified applicant proposes to associate with a disqualified applicant or in case of a disqualified joint venture, any of its members; (ii) as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section III (Qualification Criteria and Requirements); or (iii) in the opinion of the Procuring Entity, the change may result in a substantial reduction in competition. Any such change should be submitted to the Procuring Entity not later than fourteen (14) days after the date of the Invitation to Tender.

31 Procurement Related Complaints and administrative Review

31.1 The procedures for making a Procurement-related Complaint are as specified in the PDS.

31.2 a request for review shall be made in the form provided.

A. General	
I T A 1 . 1	<p>The Procuring Entity is ;SIRISIA TECHNICAL AND VOCATIONAL COLLAGE P.O BOX 77-50208 SIRISIA(KENYA).</p> <p>The identification of the Invitation for Prequalification is: SVC/P/----- 2026-2028.</p> <p>The particular type of contract is for Goods and Services.</p> <p>The Tender is for: Prequalification of Suppliers/Contractors for Supply of Goods and Provision of Services for the Financial Year 2026/2027- 2027/2028.</p> <p>Prequalification will be based on: Individual contract</p>
I T A 2	The Source of funds shall be : Government of Kenya
I T A 5	Maximum number of members in JV shall be :N/A
B. Comments of the Prequalification Document	
I T A 8 . 1	For clarification purposes the Procuring Entity's Address is; SIRISIA TECHNICAL AND VOCATIONAL COLLEGE P.O BOX 77-50208 SIRISIA(KENYA)
I T A 8 . 2	A pre-arranged meeting will be held on: N/A
I T A 8 . 3	Pre-Tender meeting shall be held on: N/A
I T A 8 . 4	A Pre-arrange site visit will be held on :N/A
I T A 8	Minutes of the pre-arranged site visit and those of the pre-proposed meeting at the web page: N/A

· 5	
I T A 8 · 6	Copy to be submitted : One

SECTION II - PREQUALIFICATION DATA SHEET (PDS)

ITA9.2	Addendum issued shall be published at the website: www.sirisiatvc.ac.ke
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ITA 12.1 (d)	<p>The Tenderer shall submit (Mandatory Requirement) with its Tender the following documents;</p> <ol style="list-style-type: none"> 1. Certified copy of Certificate of Registration / Certificate of Incorporation. 2. Copy of Valid Tax Compliance Certificate from Kenya Revenue Authority 3. Certified copy of Certificate of Confirmation of Directors and Shareholding (CR 12) (Issued within the last 12 Months to Tender Opening Date) 4. The bid document “Original” must be sequentially paginated / Serialized.
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**Submi
sion
of
Applic
ations**

ITA 17.1	<p>The deadline for Application submission is: Date:9/06/2026 Time: 10:00am</p> <p>For Application submission purposes only, the Procuring Entity's address is: SIRISIA TECHNICAL AND VOCATIONAL COLLEGE PO BOX 77-50208 SIRISIA(KENYA) Attention: [<i>PRINCIPAL</i>] PO BOX 77-50208 SIRISIA(KENYA)</p> <p>Mobile: 0725523839 : Email address sirisiavocational@gmail.com</p> <p>Applicants [<i>shall not</i>] have the option of submitting their Applications electronically.</p>
ITA 18.1	<p>Late Applications will be returned unopened to the Applicants.</p> <p>.</p>

ITA 19.1	The Procuring Entity will/will not accept late applications. If late applications will be accepted, they must be received not later than 9/06/2026 after the deadline for submission of applications
ITA 20.1	The opening of the Applications shall be at <i>STVC Food & Beverage Restaurant</i>
E. Procedures for Evaluation of Applications	
ITA 24.1	A margin of preference [<i>insert either "shall" or "shall not"</i>] apply.

SECTION III - QUALIFICATION CRITERIA AND REQUIREMENTS

1. This section contains all the methods, criteria, and requirements that the Procuring Entity shall use to evaluate Applications, all in one Form “Eligibility and Qualification Criteria”. The information to be provided in relation to each requirement and the definitions of the corresponding terms are included in the Form.
2. The Procuring Entity shall insert one Form for each Lot or Contract in case of multiple contracts.
3. This form is generic and refers to works and construction. In case of Supply of Goods or Non-Consulting Services, the form shall be amended to read Goods or Non-Consulting Services as appropriate.

EVALUATION CRITERIA FOR REGISTRATION OF SUPPLIER PART I PRELIMINARY REQUIREMENTS (MANDATORY)

Bidders must attach evidence to fulfill the following requirements:

7.0 EVALUATION CRITERIA

S/no	Required Information	Form Type	Points Score	Compliance Requirement
1	Mandatory Requirements	REG-1	Mandatory	All documents required for the respective categories must be submitted
2	Prequalification Data	REG-2	Mandatory	The form must be dully completed, signed and stamped

3	Confidential Business Questionnaire	REG-3	Mandatory	The form must be dully completed, signed and stamped
4	Litigation History	REG-4	10	The form must be dully completed, signed and stamped
5	Financial Capability	REG-5	15	Documents required must be provided
6	Past Experience	REG-6	15	Provide all information and documentation requested for. <i>Special Groups are Exempted from this criterion</i>
7	Sworn Statement	REG-7	10	The form must be dully completed, signed and stamped
	TOTAL SCORE		50	

To qualify for Prequalification, applicants must score at least 60% i.e

- **21 out of 35 for Special groups (Youth, Women and PWD)**
- **30 out of 50 for others**

These include: -

1. Proof of Registration with Registrar of Companies. Companies Incorporated under the Company's Act must in addition submit Copy of recent Certificate of Confirmation of Directors and Shareholding (CR12) issued within the last 12 months from the date of opening. (This may be verified with the Registrar of Companies. Others (Partnerships and Business names) must submit copies of Directors National Identity Cards – mandatory to all categories.

2. Submit a copy of a Copy of Valid Tax Compliance Certificate issued by the Kenya Revenue Authority (May be verified on the KRA TCC Checker) - mandatory for all categories.

3. Submit a copy of relevant valid business permit from County Government in Area of operation – mandatory for all.

Businesses owned by Special Groups i.e., Youth, Women and Persons Living with Disabilities (PWDs) and that intend to be registered and benefit from Opportunities reserved for Special Groups must submit a copy of Valid AGPO Certificate from National Treasury.

Provide proof of valid relevant registration and/or Licenses from relevant regulatory bodies for categories that require regulatory approvals (e.g., National Construction Authority for works, Insurance Regulatory Authority for Insurance, IATA for Air travel firms,

Practicing certificates for Professionals, VMD for Vaccines, Pharmacy and Poisons Board for Pharmaceuticals, ERC License for fuels etc.) where applicable.

FORM REG-2 - PREQUALIFICATION DATA

PREQUALIFICATION OF SUPPLIERS APPLICATION FORM

1. Company/Firm Data

I/We hereby apply for prequalification as supplier(s)

(Name of Company/Firm)

For

(Item Description)

.....

(Category No.)

Post Office Address:

E-mail Address:

Office Tel. No..... Mobile No.

Town..... Street

Name of building
Room/Office No. Floor No.

Full Name of Applicant:

Other branch's location (if any)

2. ORGANIZATION & BUSINESS INFORMATION

.....
.....

(Indicate Nature of Business)

AGPO DETAILS (Applicable for Special Groups Only)

AGPO Category of Registration

(Indicate either Youth, Women or PWD) AGPO Registration No.

.....

I/We confirm availability of financial resources to execute contract(s) once registered

.....

(Indicate Yes/No.)

Signature of Applicant

CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

a) Instruction to Tenderer

Tender is instructed to complete the particulars required in this Form, one form for each entity if Tender is a JV. Tenderer is further reminded that it is an offence to give false information on this Form.

A.

Tenderer's details

	ITEM	DESCRIPTION
1	Name of the Procuring Entity	
2	Name of the Tenderer	
3	Full Address and Contact Details of the Tenderer.	1. Country 2. City 3. Location 4. Building 5. Floor 6. Postal Address 7. Name and email of contact person.
4	Reference Number of the Tender	
5	Date and Time of Tender Opening	
6	Current Trade License No and Expiring date	
7	Maximum value of business which the Tenderer handles.	

General and Specific Details

b) Sole Proprietor, provide the following details.

Name in full _____

Age _____

Nationality _____

Country of Origin _____

Citizenship _____

c) Partnership, provide the following details.

	Names of Partners	Nationality	Citizenship	% Shares owned
1				

2				
3				

(d) (d) Registered Company, provide the following details.

- i) Private or public Company _____
- ii) State the nominal and issued capital of the Company-

Nominal Kenya Shillings (Equivalent)

Issued Kenya Shillings (Equivalent)

- iii) Give details of Directors as follows.

	Names of Director	Nationality	Citizenship	% owned	Shares
1					
2					
3					

(e) DISCLOSURE OF INTEREST- Interest of the Firm in the Procuring Entity.

- (i) Are there any person/persons in SIRISIA TECHNICAL AND VOCATIONAL COLLEGE who has interest or relationship in this firm?
Yes/No.....

If yes, provide details as follows.

	Names of Person	Designation in the Procuring Entity	Interest Relationship with Tenderer or
1			
2			
3			

(ii) **CONFLICT OF INTEREST DISCLOSURE**

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
1	Tenderer is directly or indirectly controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Tender has a relationship with another tenderer, directly or through common third parties that puts it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process.		
5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		
6	Tenderer would be providing goods, works, non-consulting services or consulting		

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
	services during implementation of the contract specified in this Tender Document.		

7	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the Contract.		

9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract?		
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(f) Certification

On behalf of the Tenderer, I certify that the information given above is correct.

Full Name _____

Title or Designation _____

(Signature) -----(Date) -----

FORM REG-4 -

LITIGATION HISTORY

Name of Contract Supplier:

Information regarding any litigation, current or during the last five years, in which the tenderer is involved, the parties concerned and disputed amount.

YEAR	AWARD FOROR AGAINST APPLICANT	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTED AMOUNT (CURRENT VALUE KSHS EQUIVALENT)

All pending litigation shall in total not represent more than fifty percent (50%)] of the Applicant's net worth and shall be treated as resolved against the Applicant.

Signature of Applicant

Stamp

FORM REG-5 -

FINANCIAL CAPABILITY

1. Financial Capability: Applicants will be required to demonstrate that the company is stable financially to transact business with National Government and shall be expected to: - Submit at least one of the following: -
 - Audited Financial Statements for the last financial year (i.e., 2023),

- Copy of auditor’s certificate confirming the candidate is not insolvent, in receivership, bankrupt on in the process of being wound up
- Certified Bank Statement for the last one year.

2. For firms in the special group category, a commitment indicating that one has the financial capacity to execute contract(s) once registered.

30

FORM REG-6 - PAST EXPERIENCE NAMES OF THE APPLICANT’S CLIENTS (AT LEAST FOUR IN THE LAST TWO YEARS)

(NOT APPLICABLE TO SPECIAL GROUPS)

1. Name of 1st Client (organization)

i) Name of Client (organization).....

ii) Address of Client (organization).....

iii) Name of Contact Person at the client organization)

iv) Telephone No. of Client.....

v) Value of Contract

vi) Duration of Contract (date)

(Attach documental evidence of existence of contract)

2. Name of 2nd Client (organization)

i) Name of Client (organization)

ii) Address of Client (organization).....

iii) Name of Contact Person at the client (organization).....

iv) Telephone No. of Client.....

v) Value of Contract.....

vi) Duration of Contract (date).....

(Attach documental evidence of existence of contract)

3. Name of 3rd Client (organization)

i) Name of Client (organization)..... ii)

Address of Client (organization).....

iii) Name of Contact Person at the client (organization).....

iv) Telephone No. of Client.....

v) Value of Contract.....

vi) Duration of Contract (date).....

(Attach documental evidence of existence of contract)

FORM PQ-7 - SWORN DECLARATION /STATEMENT

Having studied the Prequalification information provided above I/We hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being registered, I/We acknowledge that this grants me/us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c. When the call for Quotations is issued and the legal technical or financial conditions or the contractual capacity of the firm changes I/We will come ourselves to inform you and acknowledge your right to review the prequalification made.
- d. I/We enclose all the required documents and information required for the prequalification evaluation.
- e. I/We hereby give County Government of Bungoma authority to seek any references it may deem vital while carrying out their evaluation.
- f. I/We also hereby declare that the company is not debarred from participating in any procurement proceeding.

Date:

Applicant's Name:

Represented by:

Designation:

Signature:

Eligibility and Qualification Criteria		Compliance Requirements					Document/ Form
FOR LOT _____ (in case of Multiple contracts)							
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirement
				All Members Combined	Each Member	One Member	
1. Eligibility							
1.1	Nationality	Nationality in accordance with ITA 5.6	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Forms ELI – 1.1 and 1.2, with attachments
1.2	Conflict of Interest	No conflicts of interest in accordance with ITA 5.7	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission Letter
1.3	Eligibility	Not declared ineligible by not meeting any of the conditions in ITA 5 and 6.	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission Letter
1.4	State-owned Entity in Kenya	Applicant required to meet conditions of ITA 5.9	Must meet requirement	Must meet requirement	Must meet requirement	N / A	Forms ELI -1.1 and 1.2, with attachments
1.5	United Nations resolution or laws of Kenya	Not having been excluded as a result of prohibition in the laws of Kenya or official regulations against commercial relations with Kenya, or by an act of compliance with UN Security Council resolution, both in accordance with ITA 6.1 and 6.2 and Section V.	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Forms ELI – 1.1 and 1.2, with attachments

(Name and designation of the person signing and stamp or seal)

No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)		
				Combined		
	History of Non-Performing Contracts	Non-performance of a contract ¹ did not occur as a result of contractor's default since 1 st January [insert year].			Must meet	Must meet
	Suspension Based on Execution of Tender/Proposal Securing Declaration by the Procuring Entity	Not under suspension based on execution of a Tender/Proposal Securing Declaration pursuant to ITA 5.10.	requirement	requirement	requirement	
2.3	Pending Litigation	Applicant's financial position and prospective long-term profitability still sound according to criteria established in 3.1 below and assuming that all pending litigation will be resolved against the Applicant	Must meet requirement		requirement	Must meet
2.4	Litigation History	No consistent history of court/arbitral award decisions against the Applicant ³ since 1 st January [insert year]	Must meet requirement	Must meet requirement	requirement	Must meet

		(iii) The audited balance sheets or, if not required by the laws of Kenya, other financial statements acceptable to the Procuring Entity, for the last <i>[insert number]</i> years shall be submitted and must demonstrate the current soundness of the Applicant's financial position and indicate its prospective long-term profitability.	Must meet requirement	<i>NIA</i>	Must meet requirement
3.2	Average Annual Construction Turnover	Minimum average annual construction turnover of KENYA SHILLINGS/ <i>insert amount in KENYA SHILLING equivalent in words and figures</i>], calculated as total certified payments received for contracts in progress and/or completed within the last <i>[insert number]</i> years, divided by <i>[insert number of years in words]</i> years	Must meet requirement	Must meet requirement	Must meet <i>[insert number]</i> %, <i>[insert percentage in words]</i> of the requirement
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)	
				Combined	
perience					

(a)	Experience	Experience under construction contracts in the role of prime contractor, JV member, subcontractor, or management contractor for at least the last <i>[insert number]</i> years, starting 1 st January _____ <i>[insert year]</i> .			Must meet	Must meet
(a)	Specific Construction & Contract Management Experience	(i) A minimum number of <i>[state the number]</i> similar contracts specified below that have been satisfactorily and substantially ⁴ completed as a prime contractor, joint venture member ⁵ , management contractor or subcontractor between 1st January <i>[insert year]</i> and Application submission deadline:	requirement	requirement 6		

No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)	
				Combined	
4.2 (b)		<p>(i) A minimum number of <i>[state the number]</i> similar contracts specified below that have been satisfactorily and substantially completed as a prime supplier, joint venture member, management contractor or subcontractor between 1st January <i>[insert year]</i> and Application submission deadline:</p> <p>For the above and any other contracts <i>[substantially completed and under implementation]</i> as prime contractor, joint venture member, or sub-contractor between 1st January <i>[insert year]</i> and Application submission deadline, a minimum construction experience in the following key activities successfully completed⁷: <i>[list key activities indicating volume, number or rate of production as applicable.</i></p> <p><i>Under 4.2(a), specified requirements define similarity of contracts, whereas the key activities or production rates to be specified under 4.2 (b) define the required capability of the Applicant to execute the Works. There shall not be any inconsistency or repetition of requirement between 4.2(a) and 4.2(b). For the rate of production, specify that the rate of production shall be on the basis of either the average during the entire specified period OR the rate of annual production in any 12-month period in the specified period.]</i>⁸</p>	<p>Must meet requirements <i>[Specify activities that may be met through a specialized subcontractor, if permitted in accordance with ITA 25.2]</i></p>	<p>Must meet requirements <i>[Specify activities that may be met through a Specialized Subcontractor, if permitted in accordance with ITA 25.2]</i></p>	N/A

No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)		
				Combined		
(a)	Specific Management Experience in supply of goods	<p>For the above and any other contracts [substantially completed and under implementation] as prime supplier, joint venture member, or sub-contractor between 1st January [insert year] and Application submission deadline, a minimum construction experience in the following key activities successfully completed : [list key activities indicating volume, number or rate of production as applicable.</p> <p><i>Under 4.3(a), specified requirements define similarity of contracts, whereas the key activities or production rates to be specified under 4.2 (b) define the required capability of the Applicant to execute the Works. There shall not be any inconsistency or repetition of requirement between 4.3(a) and 4.3(b). For the rate of production, specify that the rate of production shall be on the basis of either the average during the entire specified period OR the rate of annual production in any 12-month period in the specified period.]</i></p>	requirement	1 1		

No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)	Submission Requirement

No.	Subject	Requirement	Single Entity	Joint Venture (existing c
No.	Subject	Requirement	Single Entity	Joint Venture (existing c

	12	<p>requirements <i>[Specify activities that may be met through a specialized subcontractor</i> <i>, if permitted in accordance with ITA 25.2]</i></p>	<p>requirements <i>[Specify activities that may be met through a Specialized Subcontractor, if permitted in accordance with ITA 25.2]</i></p>
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SECTION IV- APPLICATION FORMS

1. Application Submission Letter

Date: [insert day, month, and year]

ITT No. and title: [Insert ITT number and title]

To:.....[insert full name of Procuring Entity] We, the undersigned, apply to be Prequalified for the referenced ITT and declare that:

a)No reservations: We have examined and have no reservations to the Prequalification Document, including Addendum(s) No(s), issued in accordance with ITA 8: [insert the number and issuing date of each addendum].

b)No conflict of interest: We have no conflict of interest in accordance with ITA 5.7;

c) Eligibility: We (and our subcontractors) meet the eligibility requirements as stated ITA 5, we have not been suspended by the Procuring Entity based on execution of a Tender/Proposal-Securing Declaration in accordance with ITA 5.8;

Suspension and Debarment: We, along with any of our subcontractors, suppliers, consultants, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the PPRA. Further, we are not ineligible under the Kenya laws or official regulations or pursuant to a decision of the United Nations Security Council;

State-owned enterprise or institution: [select the appropriate option and delete the other] [We are not a state-owned enterprise or institution] / [We are a state-owned enterprise or institution but meet the requirements of ITA5.9];

f) Subcontractors and Specialized Subcontractors: We, in accordance with ITA 24.2 and 25.2, plan to subcontract the following key activities and/or parts of the works or supply contracts:
 [Insert any of the key activities identified in Section III-4.2 (a)or(b) or 4.3(a) or (b) which the Procuring Entity has permitted under the Prequalification Document and which the Applicant intends to subcontract along with complete details of the Specialized Subcontractors, their qualification and experience]

(g) Commissions, gratuities, fees: We declare that the following commissions, gratuities, or fees have been paid or are to be paid with respect to the prequalification process, the corresponding Tendering process or execution of the Contract:

<u>Name of Recipient</u>	<u>Address</u>	<u>Reason</u>	<u>Amount</u>
[insert full name for each occurrence]	[insert street/ number/city/country]	[indicate reason]	[specify amount currency, value, exchange rate and KENYA SHILLINGequivalent]
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

[If no payments are made or promised, add the following statement: "No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Application"]

(h) Not bound to accept: We understand that you may cancel the prequalification process at any time and that you are neither bound to accept any Application that you may receive nor to invite the prequalified Applicants to Tender for the contract subject of this Prequalification process, without incurring any liability to the Applicants, in accordance with ITA 26.1.

(i) True and correct: All information, statements and description contained in the Application are in all respect true, correct and complete to the best of our knowledge and belief.

Signed *[insert signature(s) of an authorized representative(s) of the Applicant]*

Name *[insert full name of person signing the Application]*

In the capacity of *[insert capacity of person signing the Application]*

Duly authorized to sign the Application for and on behalf of: Applicant's

Name *[insert full name of Applicant or the name of the JV]*

Address *[insert street number/town or city/country address]*

Dated on *[insert day number] day of [insert month], [insert year]*

[For a joint venture, either all members shall sign or only the authorized representative, in which case the power of attorney to sign on behalf of all members shall be attached]

2. Form ELI -1.1 - Applicant Information Form

Date: *[insert day, month, year]*

ITT No. and title: *[Insert ITT number and title]*

Page. *[Insert page number] of [insert total number] pages*

Applicant's name <i>[insert full name]</i>
In case of Joint Venture (JV), name of each member: <i>[insert full name of each member in JV]</i>
Applicant's actual or intended country of registration: <i>[indicate country of Constitution]</i>
Applicant's actual or intended year of incorporation: <i>[indicate year of Constitution]</i>
Applicant's legal address[in country of registration]: <i>[insert street/ number/ town or city/ country]</i>
Applicant's authorized representative information Name: <i>[insert full name]</i> Address: <i>[insert street/ number/ town or city/ country]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers, including country and city codes]</i> E-mail address: <i>[indicate e-mail address]</i>
1. Attached are copies of original documents of <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITA 5.6. <input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement, in accordance with ITA 5.3. <input type="checkbox"/> In case of state-owned enterprise or institution, in accordance with ITA 5.9 documents establishing: <ul style="list-style-type: none"> • Legal and financial autonomy • Operation under commercial law • Establishing that the Applicant is not under supervision of the Procuring Entity 2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

3. **Form ELI-1.2 - Applicant's JV Information Form**

[The following form is additional to Form ELI-1.1., and shall be completed to provide information relating to each JV member (in case the Applicant is a JV) as well as any Specialized Subcontractor proposed to be used by the Applicant for any part of the Contract resulting from this prequalification]

Date: *[insert day, month, year]*

ITT No. and title: *[insert ITT number and title]*

Page. *[Insert page number]* of *[insert total number]*

pages

Applicant name: <i>[insert full name]</i>
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Applicant's JV Member's name:

[insert full name of Applicant's JV Member]

Applicant's JV Member's country of registration:

[indicate country of registration]

Applicant JV Member's year of constitution:

[indicate year of constitution]

Applicant JV Member's legal address in country of constitution:

[insert street/ number/ town or city/ country]

Applicant JV Member's authorized representative information

Name: *[insert full name]*

Address: *[insert street/ number/ town or city/ country]*

Telephone/Fax numbers: *[insert telephone/fax numbers, including country and city codes]*

E-mail address: *[indicate e-mail address]*

1. Attached are copies of original documents of

Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITA 5.6

In case of a state-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and they are not under the supervision of the Procuring Entity, in accordance with ITA 5.9.

2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

4. Form CON 2 - Historical Contract Non-Performance, and Pending Litigation and Litigation History

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name:.....*[insert full name]*

Date:.....*[insert day, month, year]*

Joint Venture Member's Name:..... *[insert full name]*

ITT No. and title:..... *[insert ITT number and title]*

Page..... *[insert page number]* of*[insert total number]* pages

Non-Performed Contracts in accordance with Section III, Qualification Criteria and Requirements			
<input type="checkbox"/> Contract non-performance did not occur since 1 st January <i>[insert year]</i> specified in Section III, Qualification Criteria and Requirements, Sub-Factor 2.1.			
<input type="checkbox"/> Contract(s) not performed since 1 st January <i>[insert year]</i> specified in Section III, Qualification Criteria and Requirements, requirement 2.1			
Year	Non-performed portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and KENYA SHILLING equivalent)
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of Procuring Entity: <i>[insert full name]</i> Address of Procuring Entity: <i>[insert street/city/country]</i> Reason(s) for nonperformance: <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>
Pending Litigation, in accordance with Section III, Qualification Criteria and Requirements			
<input type="checkbox"/> No Litigation History in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4.			
<input type="checkbox"/> Litigation History in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4 as indicated below.			
Year of award	Outcome as percentage of Net Worth	Contract Identification	Total Contract Amount (currency), USD Equivalent (exchange rate)
<i>[insert year]</i>	<i>[insert percentage]</i>	Contract Identification: <i>[indicate complete contract name, number, and any other identification]</i> Name of Procuring Entity: <i>[insert full name]</i> Address of Procuring Entity: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate "Procuring Entity" or "Contractor"]</i> Reason(s) for Litigation and award decision <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>

4. FIN – 3.1 - Financial Situation and Performance

Financial Situation and Performance

[The following table shall be filled in for the Applicant and for each member of a Joint Venture]

Applicant's Name:.....*[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member Name:..... *[insert full name]*

ITT No. and title:*[insert ITT number and title]*

Page. *[insert page number]* of *[insert total number]* pages

1. Financial data

Type of Financial information in (currency)	Historic information for previous <i>[insert number]</i> years, <i>[insert in words]</i> (amount in currency, currency, exchange rate*, USD equivalent)				
	Year 1	Year 2	Year 3	Year 4	Year 5
Statement of Financial Position (I					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					

Cash Flow from Operating Activities					
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* Refer ITA 14 for the exchange rate

5.2 Sources of Finance

[The following table shall be filled in for the Applicant and all parties combined in case of a Joint Venture]

Specify sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments.

No.	Source of finance	Amount (Kenya shilling equivalent)
1		
2		
3		

5.3 Financial documents

The Applicant and its parties shall provide copies of financial statements for *[number]* years pursuant Section III, Qualifications Criteria and Requirements, Sub-factor 3.1. The financial statements shall:

- a) Reflect the financial situation of the Applicant or in case of JV member, and not an affiliated entity (such as parent company or group member).
 - b) Be independently audited or certified in accordance with local legislation.
 - c) Be complete, including all notes to the financial statements.
 - d) Correspond to accounting periods already completed and audited.
- Attached are copies of financial statements¹ for the *[number]* years required above; and complying with the requirements

¹ If the most recent set of financial statements is for a period earlier than 12 months from the date of Application, the reason for this should be justified.

Annual turnover data (Supply contracts)			
Year	Amount Currency	Exchange rate [±]	USD equivalent
<i>[indicate calendar year]</i>	<i>[insert amount and indicate currency]</i>		

7 EXP4.1 - General Construction or Supply or service Contract Experience (Select one)

[The following table shall be filled in for the Applicant and in the case of a JV Applicant, each Member] Applicant's Name: [insert full name]

Date: *[insert day, month, year]*

Joint Venture Member Name: *[insert full name]*

ITT No. and title *[insert ITT number and title]*

Page *[insert page number]* of *[insert total number]* pages

[Identify contracts that demonstrate continuous construction work over the past [number] years pursuant to Section III, Qualification Criteria and Requirements, Sub-Factor 4.1. List contracts chronologically, according to their commencement (starting) dates.]

Starting Year	Ending Year

Role of Applicant <i>[insert "Prime Contractor" or "JV Member" or "Sub-</i>

[indicate year]	[indicate year]	Contract name: [insert full name] Brief Description of the Works performed by the Applicant: [describe works performed briefly] Amount of contract: [insert amount in currency, mention currency used, exchange rate and KENYA SHILLING equivalent*] Name of Procuring Entity: [indicate full name] Address: [indicate street/number/town or city/country]	contractor" or "Management Contractor" [insert "Prime Contractor" or "JV Member" or "Sub-
		Contract name: [insert full name] Brief Description of the Works performed by the Applicant: [describe works performed briefly] Amount of contract: [insert amount in currency, mention currency used, exchange rate and KENYA SHILLING equivalent*] Name of Procuring Entity: [indicate full name] Address: [indicate street/number/town or city/country]	contractor" or "Management Contractor" [insert "Prime Contractor" or "JV Member" or "Sub-
		Contract name: [insert full name] Brief Description of the Works performed by the Applicant: [describe works performed briefly] Amount of contract: [insert amount in currency, mention currency used, exchange rate and Kenya shillings equivalent*] Name of Procuring Entity: [indicate full name] Address: [indicate street/number/town or city/country]	contractor" or "Management Contractor"

* Refer ITA 15 for date and source of exchange rate.

8 4.2(a) - Specific Construction and Contract Management Experience or Supply or service Contract Experience (Select one)

[The following table shall be filled in for contracts performed by the Applicant, each member of a Joint Venture, and Specialized Sub-contractors]

Applicant's Name:[insert full name]

Date:.....[insert day, month, year]

Joint Venture Member Name:[insert full name]

ITT No. and title:[insert ITT number and title]

Page..... [insert page number] of [insert total number] pages

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Refer ITA 15 for date and source of exchange rate.

Similar Contract No. <i>[insert number]of [insert number of similar contracts required]</i>	Information			
	<i>[insert contract name and number, if applicable]</i>			
Award date	<i>[insert day, month, year, e.g., 15 June, 2015]</i>			
Completion date	<i>[insert day, month, year, e.g., 03 October, 2017]</i>			
Role in Contract <i>[check the appropriate box]</i>	Prime Contractor <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Management Contractor <input type="checkbox"/>	Sub-contractor <input type="checkbox"/>
Total Contract Amount	<i>[insert total contract amount in local currency]</i> <i>[insert a [insert total</i>		KENYA SHILLING <i>[insert Exchange rate and total contract amount in KENYA SHILLING equivalent] *</i> <i>[insert exchange rate and total contract amount in KENYA SHILLING equivalent]</i>	
If member in a JV or sub-contractor, specify share in value in total Contract amount and roles and responsibilities	<i>percentage amount]</i>	<i>contract amount in local currency]</i>	<i>[insert roles and responsibilities]</i>	
Procuring Entity's Name:	<i>[insert full name]</i>			
Address: Telephone/fax number	<i>[indicate street / number / town or city / country]</i> <i>[insert telephone/fax numbers, including country and</i>			
Description of the similarity in accordance with Sub-Factor 4.2(a) of Section III:				
1. Amount	<i>[insert amount in local currency, exchange rate, KENYA SHILLING in words and in Figures]</i>			
2. Physical size of required works items	<i>[insert physical size of items]</i>			
3. Complexity	<i>[insert description of complexity]</i>			

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4.2(a) (cont.) - Specific Construction and/or Contract Management

Experience (cont.)

4. Methods/Technology	<i>[insert specific aspects of the methods/technology involved in the contract]</i>
5. Construction rate for key activities	<i>[insert rates and items]</i>
	<i>[insert other characteristics as described in Section VII, Scope of Works]</i>

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10 4.2(b) - Construction Experience or Supply or service contract in Key Activities (select one)

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

Applicant's JV Member's Name: *[insert full name]*

Sub-contractor's Name (as per ITA 24.2 and 24.3): *[insert full name]*

ITT No. and title: *[insert ITT number and title]*

Page.....*[insert page number]* of *[insert total number]* pages

All Sub-contractors for key activities must complete the information in this form as per ITA 24.2 and 24.3 and Section III, Qualification Criteria and Requirements, 4.2.

I. Key Activity No. One: *[insert brief description of the Activity, emphasizing its specificity]*

Total Quantity of Activity under the contract: _____

	Information			
Contract Identification	<i>[insert contract name and number, if applicable]</i>			
Award date	<i>[insert day, month, year, e.g., 15 June, 2015]</i>			
Completion date	<i>[insert day, month, year, e.g., 03 October, 2017]</i>			
Role in Contract <i>[check the appropriate box]</i>	Prime Contractor <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Management Contractor <input type="checkbox"/>	Sub-contractor <input type="checkbox"/>
Total Contract Amount	<i>[insert total contract amount in contract currency(ies)]</i>		KENYA SHILLING <i>[insert exchange rate and total contract amount in KENYA SHILLING equivalent]</i>	
	Total quantity in the contract	Percentage participation	Actual Quantity Performed (i) x (ii)	

Quantity (Volume, number or rate of production, as applicable) performed under the contract per year or part of the year <i>[Insert extent of participation indicating actual quantity of key activity successfully completed in the role performed]</i>	(i)	(ii)	
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Year 1			
Year 2			
Year 3			
Year 4			<i>[insert full name]</i>
Procuring Entity's Name:			<i>[indicate street / number]</i>
Address: Telephone/fax number E-mail:			<i>[insert telephone/fax numbers, including country and city area codes]</i> <i>[insert e-mail address, if available]</i>

1. Activity No. Two

2.....

	Information
Description of the key activities in accordance with Sub-Factor 4.2(b) of Section III:	
	<i>[insert response to inquiry indicated in left column]</i>